

Memorandum

Date : July 7, 2004

To : Executive Staff
Regional Administrators, Institutions Division
Regional Parole Administrators
Regional Administrators, Health Care Services Division
Wardens
Health Care Managers

Subject : **HARD INTERNAL FREEZE FOR LOS ANGELES, RIVERSIDE, SAN BERNARDINO COUNTIES AND THE CALIFORNIA CORRECTIONAL INSTITUTION**

Effective immediately, a hard internal freeze for the Correctional Lieutenant, Correctional Sergeant, Correctional Counselor II (Supervisor) and the Correctional Counselor I classifications is in effect for all locations (excluding Camps) within the Los Angeles, Riverside, San Bernardino counties and for the Correctional Sergeant classification only at the California Correctional Institution. **No appointments, regardless of tenure, are to be made to these classifications.** The hard internal freeze is necessary due to the closure of the Victor Valley Modified Community Correctional Facility (VVMCCF).

Impacted staff at VVMCCF will be placed by the Departmental Placement Services Section (DPSS). When placements are completed, the hard internal freeze will be lifted and hiring authorities will be allowed to resume hiring as necessary. It is anticipated that the hard internal freeze in these specific classifications and areas will remain in effect for approximately 90 days.

Please ensure this information is shared with appropriate staff immediately. If you have any questions or need additional information, please contact the DPSS via e-mail at Placement.Svcs@corr.ca.gov or (916) 327-9761.



for

FRANK E. RENWICK
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cc: Julio Valadez
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Institutional Personnel Officers
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DPSS